

MANUAL DMS

For board members

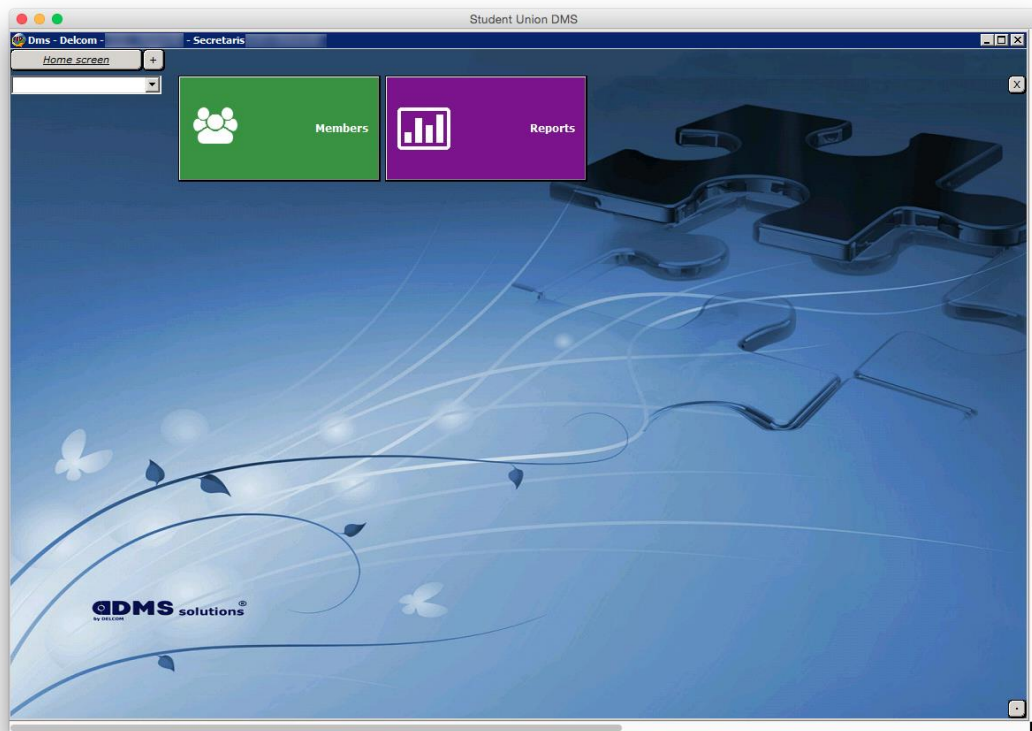
STUDENT UNION – Sports & Culture

2015 - 2016

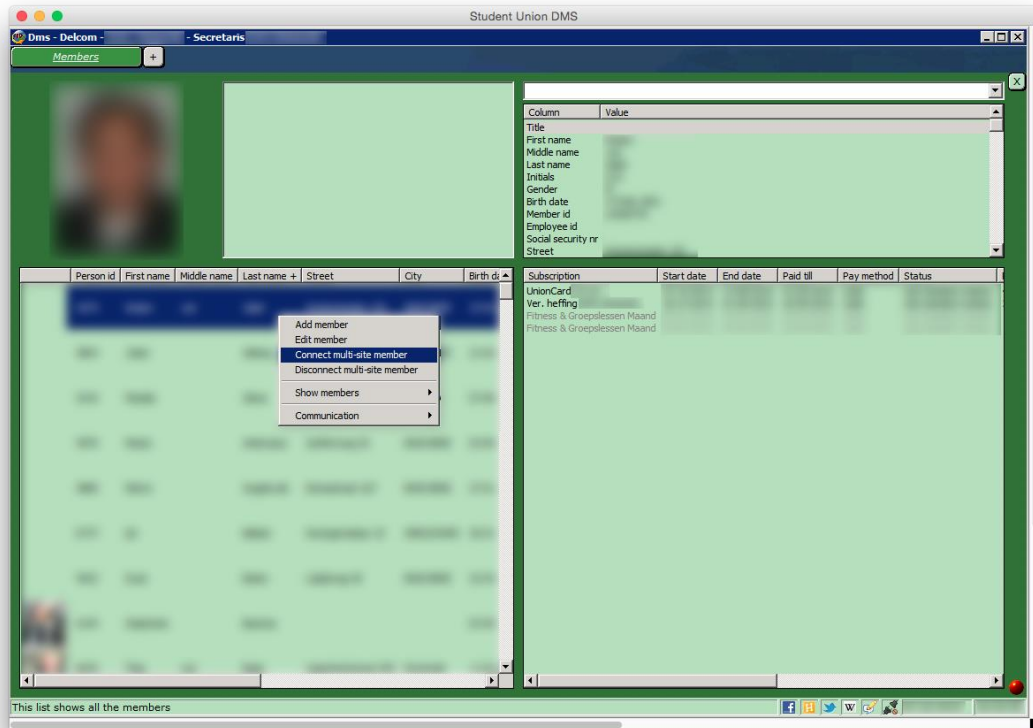
When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

Make someone a member of your organization

Step 1: Member list



- From Startscreen, click *Members*.

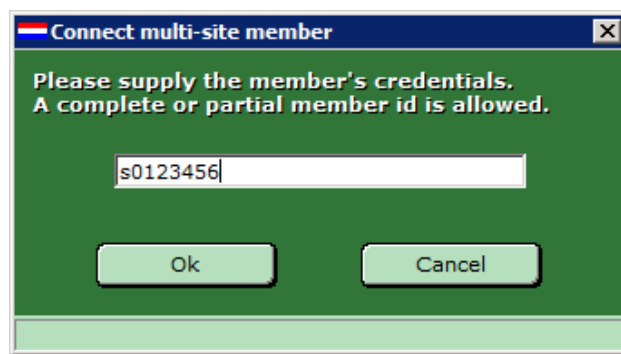


•Right

click on a random member.

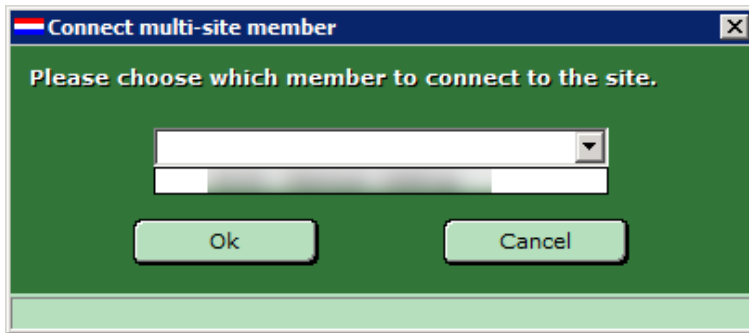
- Click *[Connect multi-site member]*.

Step 2: Assign member to site



- Fill in a part of or entire student or employee number .
- Click *OK*.





- In the new window, select the member from the dropdown menu.
 - When you cannot find
- Click *OK*.

The member has now been assigned to your organization.

Please note (1): The member does not get a notification mail of the assignment. Therefore, please send them a mail yourself. The member still has to purchase the UnionCard or CampusCard and pay the Verenigingsheffing.

Please note (2): If DMS does not recognize the s/m-number of the member, please contact dms@union.utwente.nl . Mention the name and student or employee number in the mail, and we will fix it for you!